



**North Carolina Department of Health and Human Services  
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor  
Carmen Hooker Odom, Secretary

Michael Moseley, Director

December 22, 2006

**MEMORANDUM**

TO:           Legislative Oversight Committee           Commission for MH/DD/SAS  
              Local CFAC Chairs                           State CFAC  
              NC Council of Community Programs       NC Assoc. of County Commissioners  
              County Managers                         County Board Chairs  
              State Facility Directors                 LME Directors  
              LME Board Chairs                       DHHS Division Directors  
              Advocacy Organizations               Provider Organizations  
              NC Assoc. of County DSS Directors     MH/DD/SAS Stakeholder Organizations

From:       Mike Moseley

Subject:     Communication Bulletin # 68 *mmw*  
              Local Business Plan 2007-2010



Please find attached two documents which will be used to guide the development of Local Management Entities (LMEs) Local Business Plans (LBP) for SFY 2007-2010. Completed LBPs are due to the Division of Mental Health, Developmental Disabilities, and Substance Abuse Services on March 31, 2007.

In accordance with the Secretary's statutory authority to establish criteria for the submission of Local Business Plans (G. S. 122C-112.1(3)), LBPs for the three year period beginning July 1, 2007 through June 30, 2010 will be prepared in accordance with the template attached. This template has been revised based upon discussions with LME Directors. The template outlines the subject areas that must be addressed in the LBP and establishes requirements for length and content. The second document, labeled the "cost model reference," provides a guide to how the costs associated with various LME functions are treated in the LME Cost Model used by the Division to predict the cost of LME functions. Together, these documents provide a framework for Local Management Entities to create a strategic LBP developed through a collaborative partnership between the LME, consumers and families, local governmental officials, and other public and private agencies.

Questions regarding these documents should be directed to Dick Oliver by email at [dick.oliver@ncmail.net](mailto:dick.oliver@ncmail.net) or telephone at (919)715-1294.

cc:   Secretary Carmen Hooker Odom                   Sharnese Ransome  
      Allen Dobson, M.D.                             Kaye Holder  
      Dan Stewart                                     Andrea Russo  
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